

Tennessee Bureau of Workers' Compensation

Legal Assistant

Salary Range: \$2,879 - \$4,605

Job Title: Legal Assistant

Objective: The Court of Workers' Compensation Claims in the Bureau of Workers' Compensation is seeking a legal assistant to assist in the efficient and timely disposition of claims and other legal and administrative matters as determined by the Court. The position is located in Chattanooga, Tennessee.

General Description:

The legal assistant will provide legal and administrative assistance to the judges and attorneys of the Court through: (1) scheduling and organization; (2) assist with hearings and orders; and (3) public relations.

Responsibilities:

SCHEDULING AND ORGANIZATION

- Maintain a calendar of the daily schedules of two Judges.
- Assist in coordinating settlement conferences and teleconferences and compiling pertinent documentation in preparation of those conferences.
- Compile and review all pertinent information to determine additional information needed in preparation for scheduled hearings after review of the file.
- Prepare medical chronologies and draft short orders to assist the Judges in identifying pertinent details of each individual claim and researching unusual medical diagnoses to better understand certain injuries of the claimant.
- Maintain a court filing system to assist the judge's quick location and access to certain documentation presented during scheduled hearings, including the creation and organization of files for each case.
- Manage monthly schedules of two Judges, including scheduling Expedited Hearings, Initial Hearings, Show Cause Hearings, settlement approvals and pertinent teleconferences requested by counsel.
- Manage settlement approvals by processing filing fees, providing copies of the settlement documents to the parties at the conclusion of the hearing, entering the information into WCS and placing the documents on Smart Search.
- Input notes and resolution into WCS for informal teleconference hearings.
- Maintain records on the number of cases assigned, pending and resolved by the two Judges on a monthly basis.
- Coordinate with the Court Clerk regarding issuance of docketing notices, show cause orders, and motion, initial and expedited hearing notices.

ASSIST WITH HEARINGS AND ORDERS

- Meet with the judges prior to each hearing to discuss the facts and identify relevant documents for pre-marking exhibits, as well as any logistical concerns that might arise during the hearing (assisting disabled claimants and/or witness, etc.)
- Prior to the hearing, make sure the file materials and applicable rules are at the judge's disposal in the courtroom. Act as courtroom assistant to the judges, including set-up and operation of the recording equipment.
- Request the number of witnesses providing in-person testimony to determine the appropriate amount of designated time for each in-person hearing.
- Request the presence and/or attention of the Security Guard regarding any suspicious or potentially threatening persons and/or behavior prior to or during a hearing.
- Populate the Order template with relevant parties, exhibits, and technical record, and preparing a history of the claim after the conclusion of the hearing for submission to the judge.
- Proofread Orders drafted by the two Judges prior to submission to the judicial peer review process.
- Scan and upload Orders and exhibits onto the common drive for archiving of documents.

PUBLIC RELATIONS

- Respond to direct inquiries from the Bar and the public.
- Assist attorneys and self-represented litigants with use of the Court's website and continued education of the public on Court forms, templates, and location of Court Rules contained within.
- Participate in the annual education conference.
- Assist the Judges and Bureau staff with creation, revision, and programming of Power Point presentations for speaking engagements.
- Respond to questions from practicing attorneys, staff, and self-represented litigants as to procedures for conducting Court business.
- Communicate with parties and attorneys on behalf of the two Judges regarding pending cases.

Minimum Qualifications:

Education equivalent to graduation from an accredited college, university, or professional school: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; or (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.

Or

Education equivalent to graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.]

Essential knowledge, skills, and abilities:

- Ability to function well under tight deadlines.
- Prepare clear and thorough written work products.

- Conduct electronic legal research.
- Ability to maintain harmonious working relationships.
- Ability to maintain confidentiality.

Please respond with a resume and a letter outlining why you are interested in this position by March 11, 2016 to: Thomas.Wyatt@tn.gov

THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER